

MEMORANDUM

To: Selectboard
From: Patrick Moreland, Assistant Town Manager
Re: Administrative Report
Date: April 2, 2015



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, April 7, 2015. The Board will meet in executive session at 5:30pm to discuss pending or probable civil litigation to which the public body is or may be a party and labor relations agreements with employees, and reconvene the business meeting at 6:15pm in the Selectboard meeting room.

7. LIQUOR COMMISSIONERS

- A. Outside Consumption Permit – *Approve Permit (2 areas) for Fraternal Order of Eagles, 2445, Inc.* The Board is asked to approve an outside consumption permit for the Fraternal Order of Eagles, located at 54 Chickering Drive. The organization has previously been issued a permit for outside consumption at this location, but inadvertently neglected to renew the permit. The application has been reviewed and approved by Brattleboro Police and Brattleboro Fire.

POTENTIAL MOTION: TO APPROVE TO APPROVE AN OUTSIDE CONSUMPTION PERMIT FOR THE FRATERNAL ORDER OF EAGLES, LOCATED AT 54 CHICKERING DRIVE.

- B. Festival Permit – *Approve Permit for Four Seasons Media, Inc., d/b/a Brattleboro Brewers Festival.* The Board is asked to approve a festival permit for Four Seasons Media, Inc., d/b/a Brattleboro Brewers Festival. This annual event is being planned for May 16, between the hours of 12:30pm and 4:30pm on Famolare Field at the Vermont Agriculture Business Education Center on Old Guildford Road. Kelli Corbeil, president of Four Seasons Media, Inc., and General Manager of WTSA, is the event organizer and she has worked closely with staff from Brattleboro Police, Brattleboro Fire and Public Works to develop a plan for a safe event.

POTENTIAL MOTION: TO APPROVE A FESTIVAL PERMIT FOR FOUR SEASONS MEDIA, INC., D/B/A BRATTLEBORO BREWERS FESTIVAL FOR MAY 16, BETWEEN THE HOURS OF 12:30PM AND 4:30PM, ON FAMOLARE FIELD, AT THE VERMONT AGRICULTURE BUSINESS EDUCATION CENTER ON OLD GUILDFORD ROAD.

- C. Liquor License Renewal – *Approve License Renewal for Panda West, LLC, d/b/a Vermont Asian Gourmet.* The Board is asked to approve a first class liquor license for Panda West, LLC d/b/a Vermont Asian Gourmet, located at 911 Western Avenue. At the 2/17/15 Selectboard meeting, the Board requested that a representative from the business attend a future board meeting to discuss the application. Brattleboro Police and Brattleboro Fire have reviewed and approved the application.

POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE FOR PANDA WEST, LLC, D/B/A VERMONT ASIAN GOURMET, LOCATED AT 911 WESTERN AVENUE.

8. WATER AND SEWER COMMISSIONERS

- A. Black Mountain Gravity Sewer Main Project – Award Bid. The Board is asked to award a bid for construction of the Black Mountain Gravity Sewer Line, in the amount of \$899,250, to Kingsbury Companies, LLC of Waitsfield, Vermont. Steve Barrett, Director of Public Works, and Mike Schram of Hoyle Tanner & Associates, have reviewed the submission and are recommending Kingsbury Companies, LLC, the apparent low bidder. The Black Mountain Gravity Sewer Line is the final segment of the estimated \$32.8 Million Wastewater Treatment Project, and included in your packet is a memo from Finance Director John O'Connor, on the status of the overall project.

POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF \$899,250 TO KINGSBURY COMPANIES OF WAITSFIELD, VERMONT, FOR COMPLETION OF THE BLACK MOUNTAIN GRAVITY SEWER LINE.

9. UNFINISHED BUSINESS

- A. Property Assessed Clean Energy Program (PACE) – Update. Town Attorney, Bob Fisher, Finance Director, John O'Connor, and Assistant Town Manager, Patrick Moreland, traveled to Burlington to visit with officials from Vermont Energy Investment Corporation (VEIC). The Town expressed specific concerns to VEIC officials about requirements placed on the municipality in the contract documents. The meeting was positive and productive, and the Town's proposed language changes are currently under consideration by VEIC legal counsel. We anticipate a successful resolution in the very near future and plan to return to the Board within a month with contracts that all parties can support.

NO MOTION IS REQUIRED ON THIS ITEM.

10. NEW BUSINESS

- A. Cemetery Seasonal Maintenance Contract – Award Bid, Recreation & Parks Department. The Board is asked to award a bid for seasonal cemetery maintenance services, in the amount of \$17,800, to Turner & Renaud of Dummerston, Vermont. Turner & Renaud was the only bidder to respond to the RFP. Turner & Renaud have successfully performed the work in previous years.

POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF \$17,800, FOR SEASONAL CEMETERY MAINTENANCE SERVICES TO TURNER & RENAUD OF DUMMERSTON, VERMONT.

- B. Self-Contained Breathing Apparatus (SCBA - Air Packs) – Approve Loan, Fire Department. The Board is asked to approve a three year loan with Merchant's Bank at an interest rate of 1.44% for the purchase and replacement of air packs for the Brattleboro Fire Department. Two other bids were received, and Merchant's Bank is the apparent low bidder.

POTENTIAL MOTION: TO APPROVE TO APPROVE A THREE YEAR LOAN IN THE AMOUNT OF \$222,000 WITH MERCHANT'S BANK, AT AN INTEREST RATE OF 1.44% FOR THE PURCHASE OF AIR PACKS FOR THE BRATTLEBORO FIRE DEPARTMENT.

- C. Highway Safety Law Enforcement Grant – Approve Grant Application, Police Department. The Board is asked to approve a Highway Safety Law Enforcement Grant application in the amount of \$31,763.25 to the Vermont Department of Public Safety for highway safety enforcement activities, such as seat belt and DUI enforcement.

POTENTIAL MOTION: TO APPROVE A HIGHWAY SAFETY LAW ENFORCEMENT GRANT APPLICATION, IN THE AMOUNT OF \$31,763.25, TO THE VERMONT DEPARTMENT OF PUBLIC SAFETY FOR HIGHWAY SAFETY ENFORCEMENT ACTIVITIES.

- D. Presentation of Proposed Zoning Code/Land Use Regulation (LUR) Amendments – District Boundaries, Planning Department. The Board approved a plan to incorporate additional public

discussion of the proposed land use regulations at Selectboard meetings in April and May. At this meeting, Planning Director Rod Francis, along with Planner, Sue Fillion, and Elizabeth McLoughlin, Chair of the Brattleboro Planning Commission, will discuss the new zoning map, with district boundaries and corresponding purpose statements.

NO MOTION IS REQUIRED ON THIS ITEM.

- E. Comprehensive Review of Town Operations and Financial Planning Project – Town Manager Elwell. The Board will hear of the Comprehensive Review of Town Operations and Financial Planning Project from Town Manager, Peter Elwell.

NO MOTION REQUIRED ON THIS ITEM

- F. Municipal Center Life Safety Improvements – Town Manager Elwell. The Board is asked to approve the plan for making life safety improvements to the Brattleboro Municipal Center. The order from the Division of Fire Safety requires a variety of improvements to the building and its safety systems, and to prevent potential enforcement action from the Division, the Town must immediately begin addressing the stated deficiencies. Recent discussions with the Division have led to general agreement that the Town must immediately upgrade the fire alarm system, as this improvement is most directly involved with saving lives. Doing so, will allow the Town more time to develop a plan to address the other necessary improvements, many of which are primarily concerned with protecting property.

POTENTIAL MOTION: TO EXPEND APPROXIMATELY \$80,000 TO UPGRADE THE FIRE ALARM SYSTEM AT THE BRATTLEBORO MUNICIPAL CENTER, AND TO DEVELOP A PLAN, IN COORDINATION WITH THE DIVISION OF FIRE SAFETY, TO ADDRESS THE REMAINING LIFE SAFETY IMPROVEMENTS BEFORE SEPTEMBER 30.

- G. Representative Town Meeting Follow-Up – Discussion.

NO MOTION IS REQUIRED ON THIS ITEM.

- H. Annual Selectboard Assignments – Committees and Boards. The Board is asked to appoint Board members to various committees and boards for the upcoming year.

POTENTIAL MOTION: TBD

- I. Rules for Conduct of Meetings and Hearings – Discussion. The Board is asked to discuss its Rules for Conduct for the upcoming year. Town Manager Elwell provided a memo with additional recommendations.

POTENTIAL MOTION: TBD

- J. Selectboard Goals – Discussion. The Board is asked to determine its goals for the upcoming year. Town Manager Elwell provided a memo with additional suggestions.

POTENTIAL MOTION: TBD

PM:ja